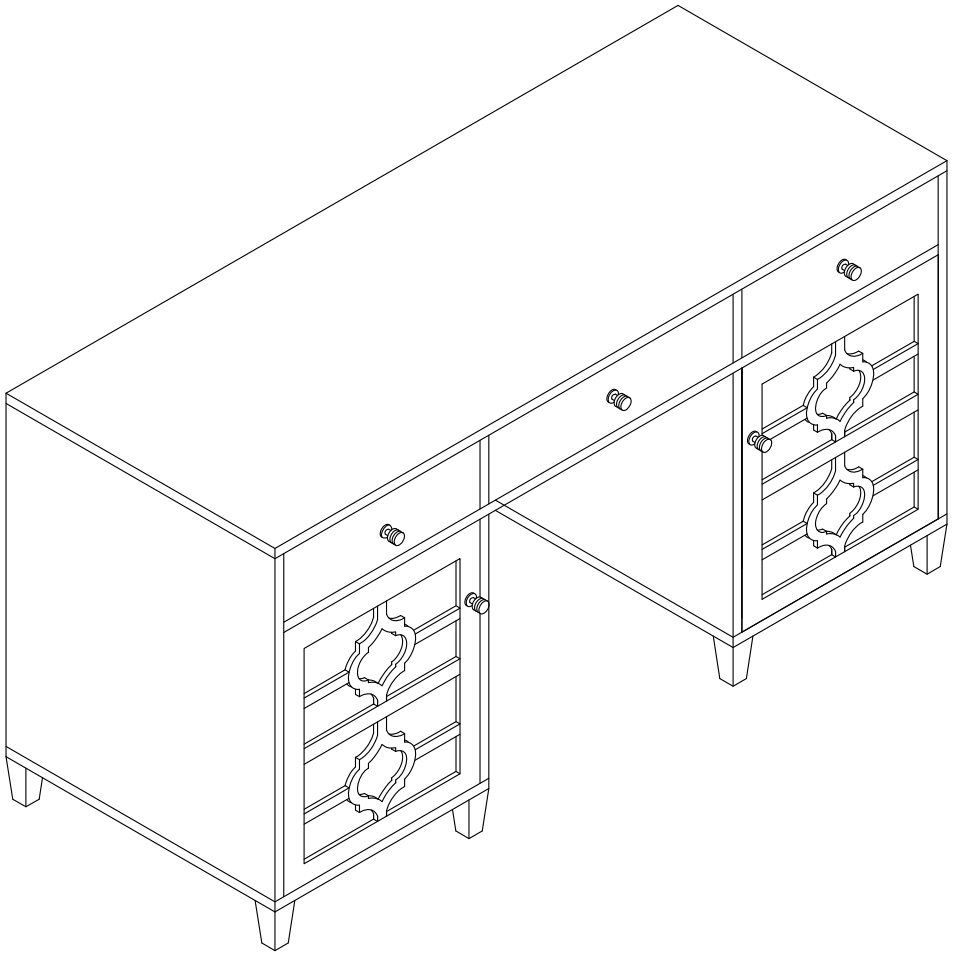
HOME
DECORATORS
C O L L E C T I O N

HDC# 08760 MFG# TW-18537WE / TW-18537EO
REFLECTIONS EXECUTIVE DESK 31"Hx60"Wx24"D

ASSEMBLY INSTRUCTIONS

Note: Before assembly, please be sure to work on a soft, flat surface to avoid any damage to the finish.

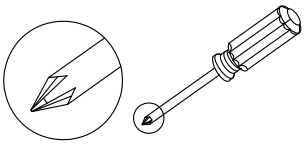
Made In China



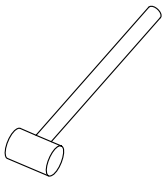
BEFORE ASSEMBLY

IMPORTANT NOTE: READ CAREFULLY BEFORE ASSEMBLY TO PREVENT DAMAGE TO PARTS. Following instruction listed below in the proper sequence as numbered to assure fast, easy and correct assembly.

ASSEMBLY TOOLS REQUIRED



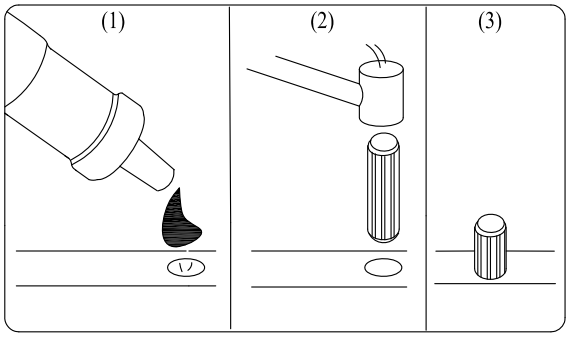
"+"Screw driver



Rubber Mallet

WOODEN DOWEL INSTALLATION PROCEDURE

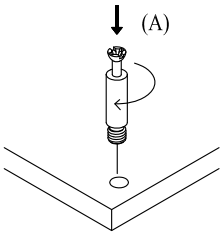
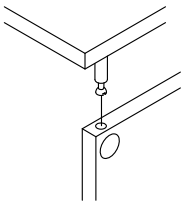
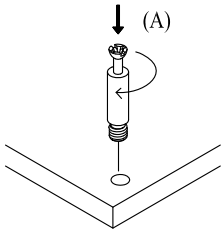
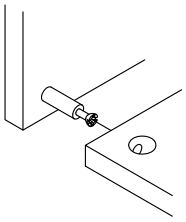
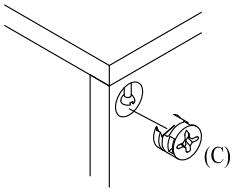
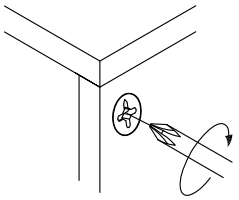
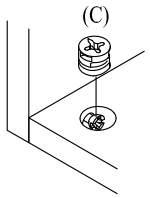
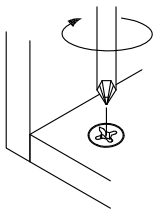
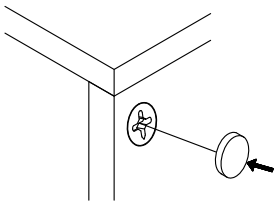
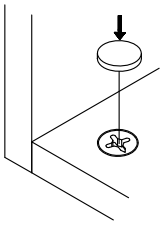
(1) FILL HOLE 1/4 FULL OF GLUE.
(2) GENTLY TAP DOWEL INTO HOLE
WITH RUBBER MALLET OR USE HAND
PRESS IN.
DO NOT USE HAMMER
(3) WIPE AWAY EXCESS GLUE.



HIDDEN CONNECTOR ASSEMBLY TECHNIQUES FOR LOCK NUT & LOCK PIN

1 SET INCLUDES: (C) CAM-LOCK 1PC. (A) CAM BOLT 1PC.
TOOL NEEDED: ″+″ SCREW DRIVER
STEP 1: SCREW CAM BOLT (A) ONTO PRE-SET PLASTIC NUT ON PANEL. USE A ″+″ SCREW-DRIVER FOR TIGHTENING. ATTENTION: DO NOT OVER TIGHTEN THE CAM BOLT (A).
STEP 2: ATTACH BOTH PANELS, MAKE SURE YOU HAVE INSERTED THE CAM BOLT TO THE VERY DEPTH OF THE HOLE WITH RUBBER MALLET GENTLY, CAUTION: DO NOT USE HAMMER. THEN INSERT CAM-LOCK (C) INTO PRE-DRILLED HOLE ON PANEL, MAKE SURE THE ARROW ON CAM-LOCK (C) SET IN PANEL POINT TOWARD THE HOLE INTO WHICH THE CAM BOLT (A) HAS BEEN INSERTED AND INSERTED THE CAM-LOCK (C) TO THE VERY DEPTH OF THE HOLE.
STEP 3: ROTATE THE CAM-LOCK (C) CLOCKWISE TO SECURE CAM BOLT (A) BY TIGHTENING WITH A ″+″ SCREWDRIVER.

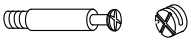
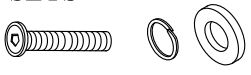
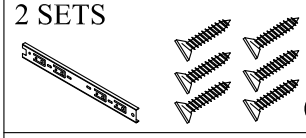
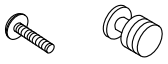
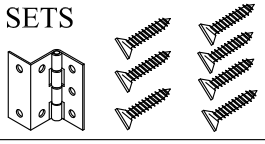
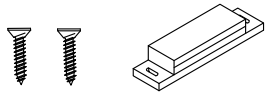
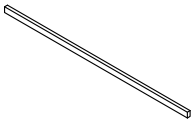
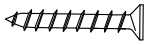
DETAIL STEP PLEASE SEE THE BELOW PICTURE.

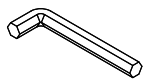
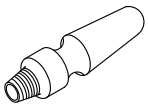
VERTICAL CONNECTION		HORIZONTAL CONNECTION	
(1) 	(2) 	(1) 	(2) 
(3) 	(4) 	(3) 	(4) 
(5) 		(5) 	

THANK YOU FOR PURCHASING THIS QUALITY PRODUCT. BE SURE TO CHECK ALL PACKING MATERIAL CAREFULLY FOR SMALL PARTS, WHICH MAY HAVE CAME LOOSE INSIDE THE CARTON DURING SHIPMENT. COUNT ALL PARTS AND MATERIAL HARDWARE, COMPARE WITH PARTS LIST TO BE SURE ALL PART ARE PRESENT. IF ANY PARTS ARE MISSING OR DAMAGED, PHONE, FAX OR MAIL TO OUR CUSTOMER SERVICE DEPARTMENT. FOR EFFICIENT AND SPEEDY SERVICE PLEASE INDICATE THE MODEL NUMBER AND CODE LETTER OF PART NEED.

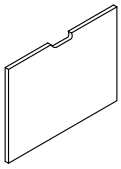
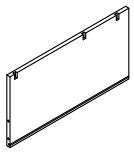
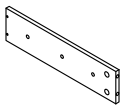
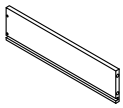
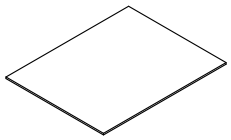
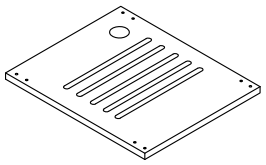
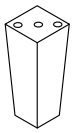
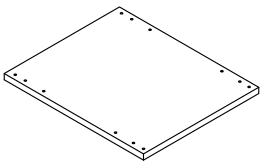
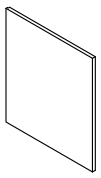
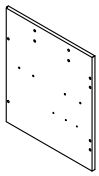
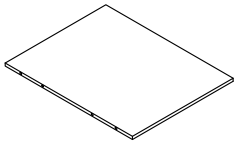
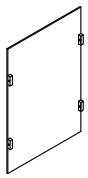
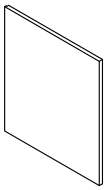
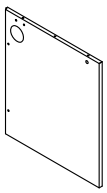
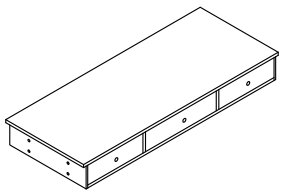
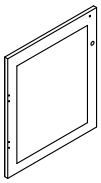
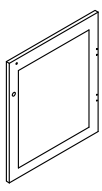
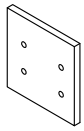
IMPORTANT NOTE: FOLLOW INSTRUCTIONS LISTED BELOW IN PROPER SEQUENCE AS NUMBERED TO ASSURE FAST, EASY AND CORRECT ASSEMBLY.

HARDWARE LIST

WOOD DOWEL 32 PCS (1)	CAM BOLT CAM-LOCK 10 SETS  (2)	ROUND HEAD BOLT FLAT WASHER SPRING WASHER 24 SETS  (3)	FLAT HEAD SCREW 4 PCS (4)
SLIDE FLAT HEAD SCREW 2 SETS  (5)	KNOB ROUND HEAD BOLT 5 SETS  (6)	HINGE FLAT HEAD SCREW 4 SETS  (7)	MAGNET LOCK FLAT HEAD SCREW 2 SETS  (8)
IRON SLICE FLAT HEAD SCREW 2 SETS (9)	ALUMINUM BAR 2 PCS  (10)	FLAT HEAD SCREW 16 PCS  (11)	VELVET HOLE COVER 2 PCS (12)

ALLEN KEY 1 PC  (13)	GLUE 1 PC  (14)		

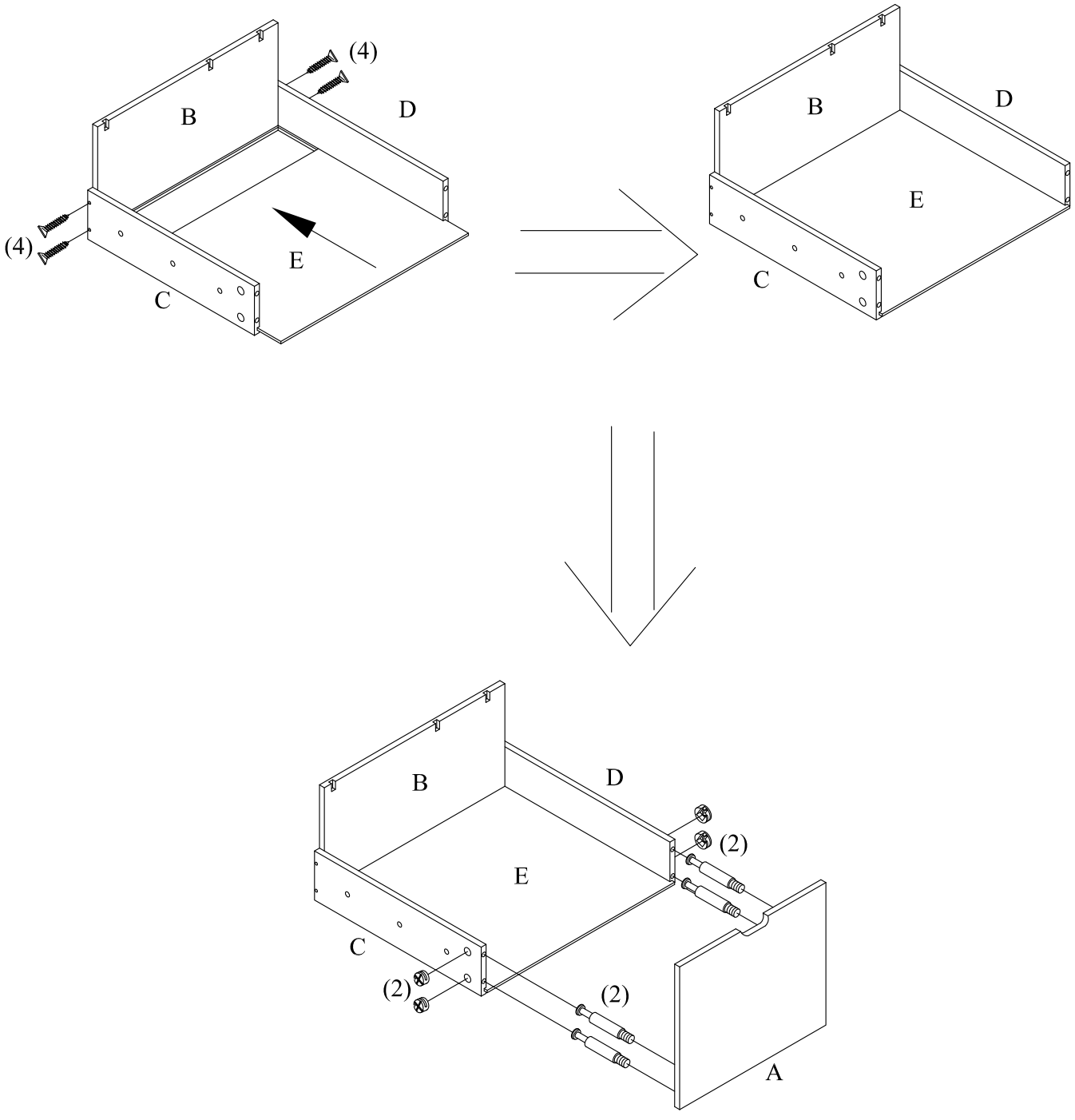
PARTS LIST

DRAWER FRONT PANEL 1 PC  A	DRAWER BACK PANEL 1 PC  B	DRAWER LEFT SIDE PANEL 1 PC  C
DRAWER RIGHT SIDE PANEL 1 PC  D	DRAWER BOTTOM PANEL 1 PC  E	BOTTOM PANEL 1 PC  F
LEG 8 PCS  G	BOTTOM PANEL 1 PC  H	MIDDLE PANEL 1 PC  I
RIGHT SIDE PANEL 1 PC  J	SHELF 1 PC  K	BACK PANEL 2 PCS  L
LEFT SIDE PANEL 1 PC  M	MIDDLE PANEL 1 PC  N	DESK TOP 1 PC  O
DOOR 1 PC  P	DOOR 1 PC  Q	STRENGTHEN BAR 2 PCS  R

NOTE: THE SURFACE WITH THE STICKER IS THE BACK SIDE.

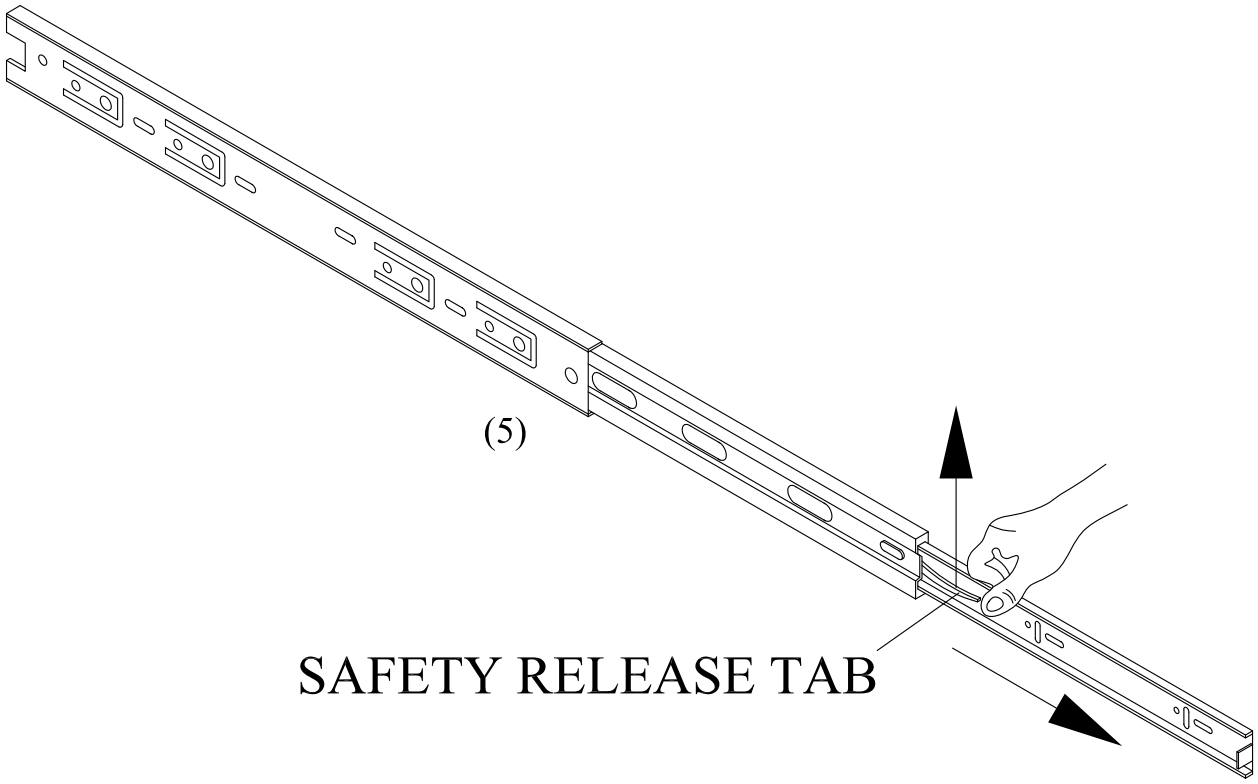
STEP 1: ASSEMBLE DRAWER

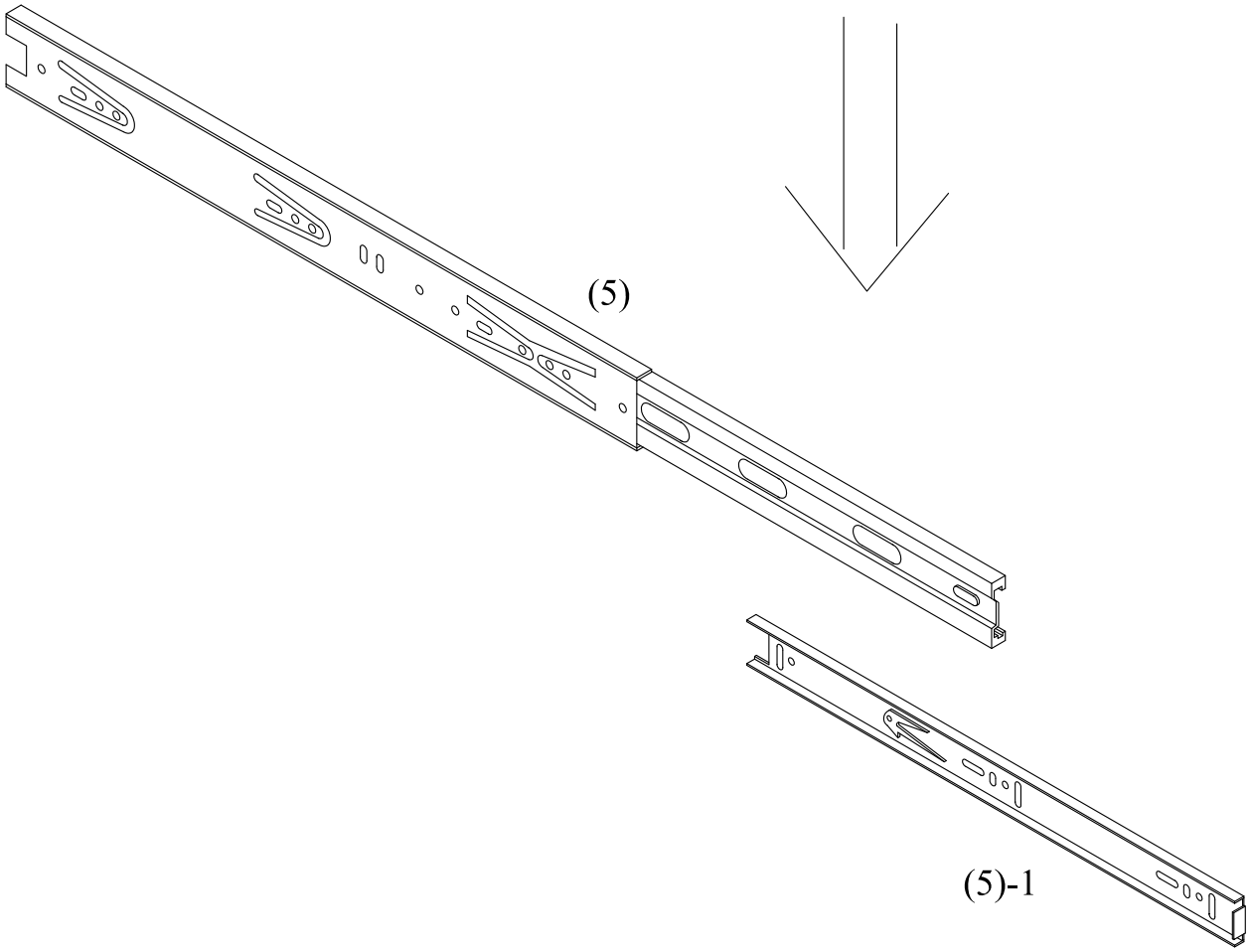
- USE SCREW (4) TO ATTACH DRAWER SIDE PANEL (C & D) AND BACK PANEL (B) TOGETHER.
- INSERT THE DRAWER BOTTOM PANEL (E) INTO SLOTS IN SIDE PANEL (C & D).
- USE CAM-BLOT & CAM-LOCK (2) TO FIX DRAWER SIDE PANEL (C & D) AND DRAWER FRONT PANEL (A) AS SHOWN.



STEP 2: RELEASE GLIDES

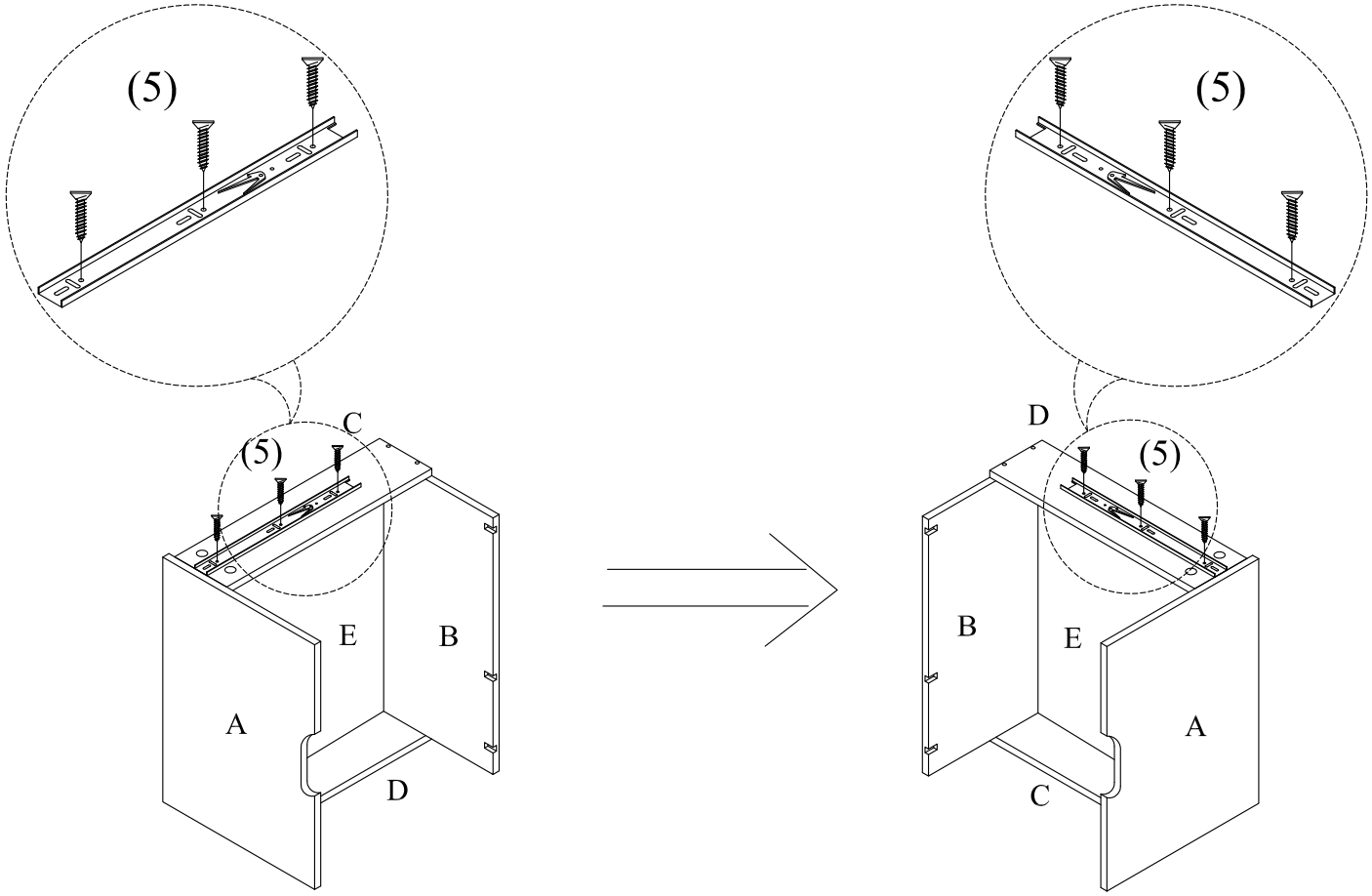
- PULL THE LEFT/RIGHT INNER GLIDES FROM THE OUTER GLIDES UNTIL EXPOSING A SMALL BLACK SAFELY RELEASE TAB, PUSH THE SAFETY RELEASE TAB THEN SEPARATE THE INNER GLIDE FROM THE OUTER GLIDES.





STEP 3: ASSEMBLE SLIDE (5)

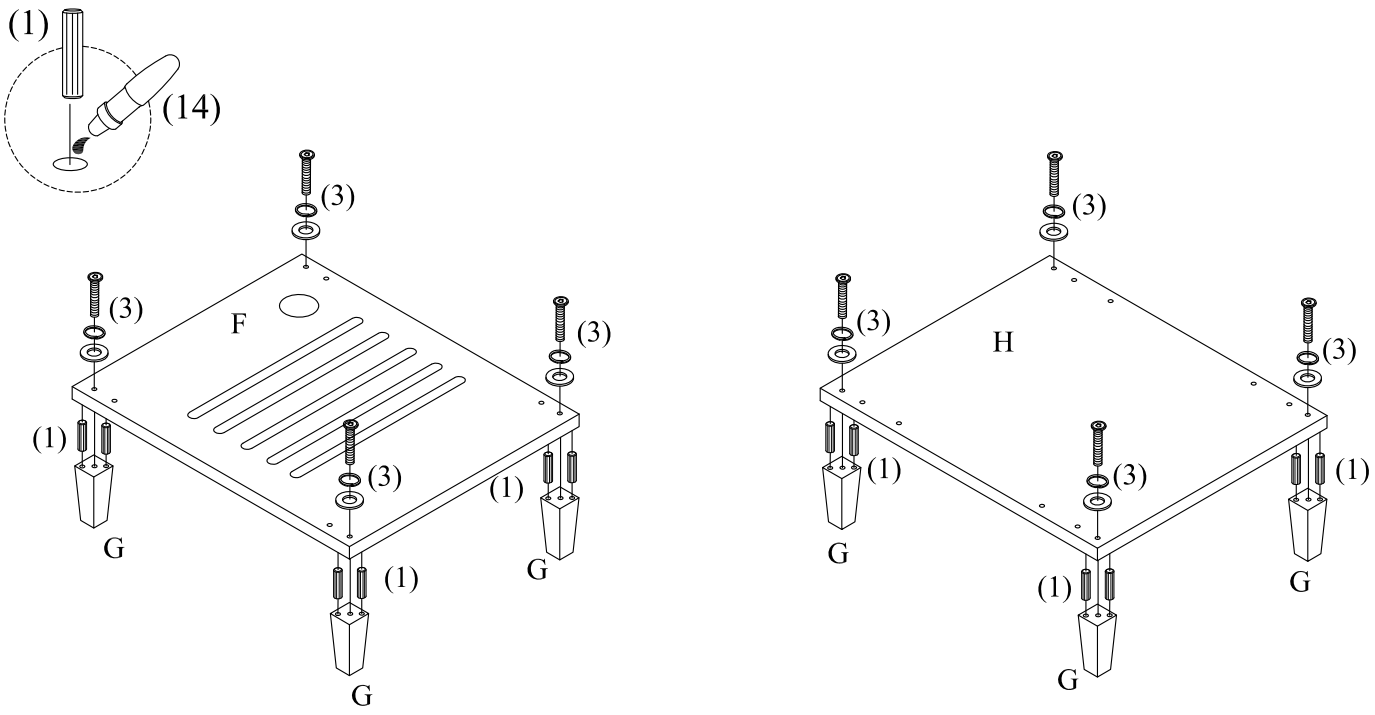
• USE FLAT SCREW (5) TO ASSEMBLE THE SLIDE (5) ONTO DRAWER SIDE PANEL (C & D).



STEP 4: ASSEMBLE BOTTOM PANEL (F & H) AND LEG (G)

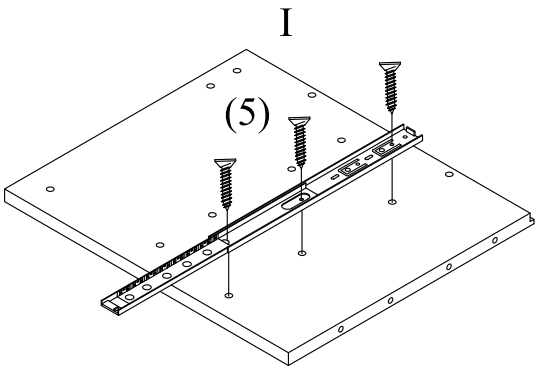
• FILL RELEVANT HOLES 1/4 FULL OF GLUE, INSERT WOOD DOWEL (1) INTO THESE HOLES. (DETAILS SEE WOODEN DOWEL INSTALLATION PROCEDURE ON PAGE 2).

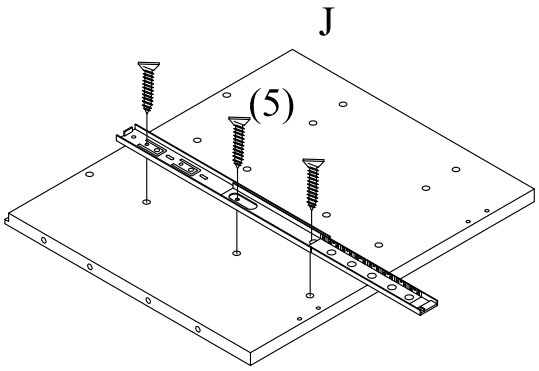
• USE ROUND HEAD SCREW, SPRING WASHER AND FLAT WASHER (3) TO ATTACH BOTTOM PANEL (F & H) AND LEG (G) TOGETHER BY ALLEN KEY (13).



STEP 5: ASSEMBLE SLIDE (5)

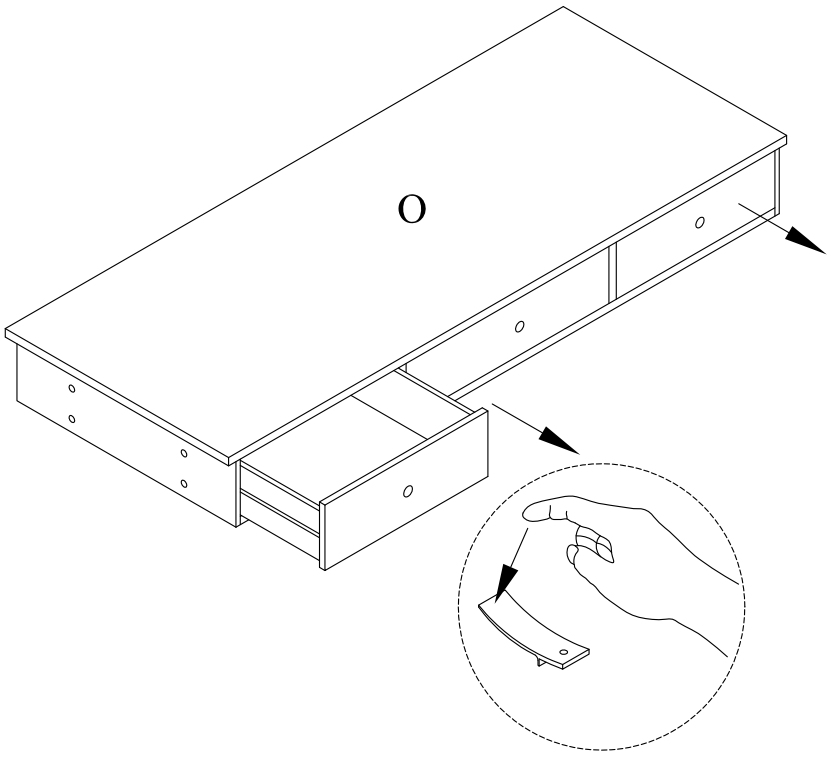
• USE FLAT SCREW (5) TO ASSEMBLE THE SLIDE (5) ONTO SIDE PANEL (I & J).





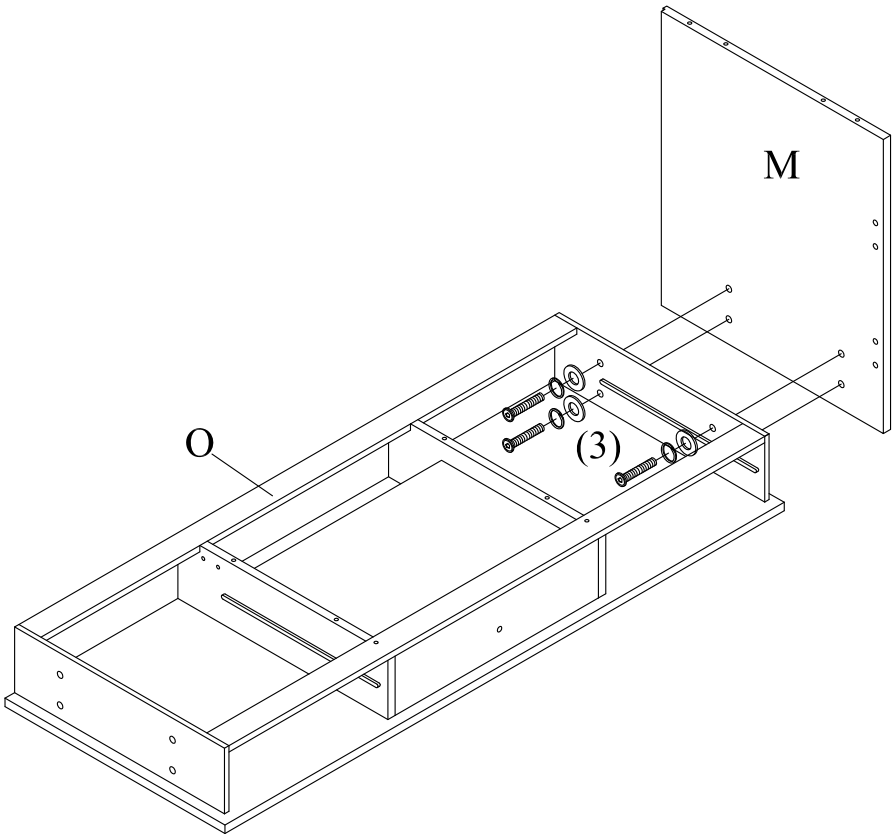
STEP 6: PULL OUT THE DRAWER

• USE FINGER TO PRESS DOWN THE PLASTIC DRAWER STOPPER UNDER THE LEFT AND RIGHT DRAWER, THEN PULL OUT THESE 2 DRAWERS AS SHOWN.



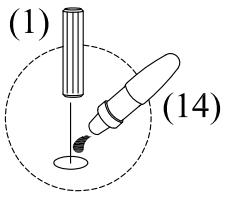
STEP 7: ASSEMBLE SIDE PANEL (M)

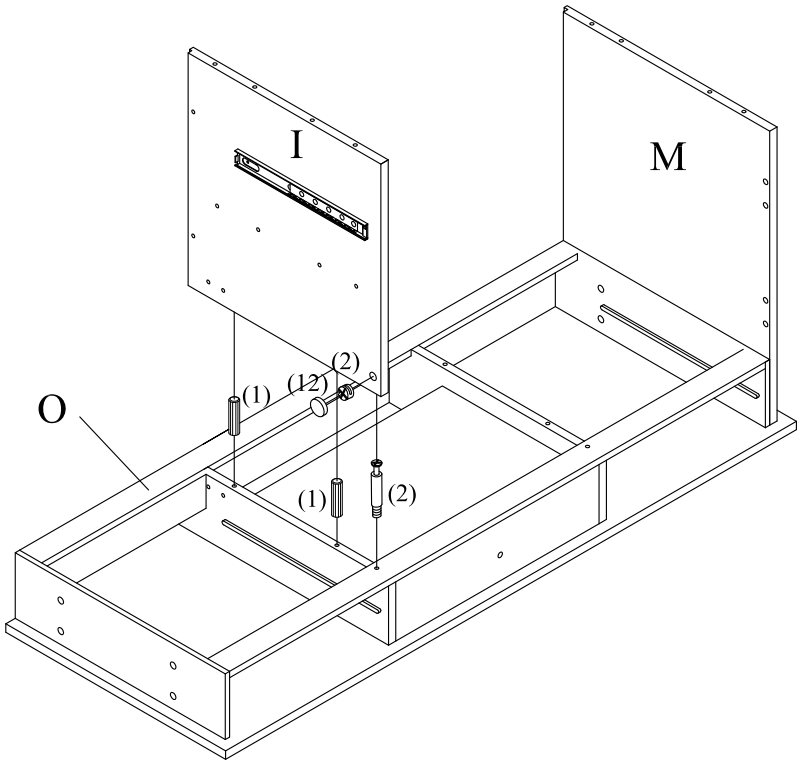
- TURN OVER THE DESK TOP, USE ROUND HEAD SCREW, SPRING WASHER AND FLAT WASHER (3) TO ASSEMBLE SIDE PANEL (M) AND DESK TOP (O).



STEP 8: ASSEMBLE MIDDLE PANEL (I)

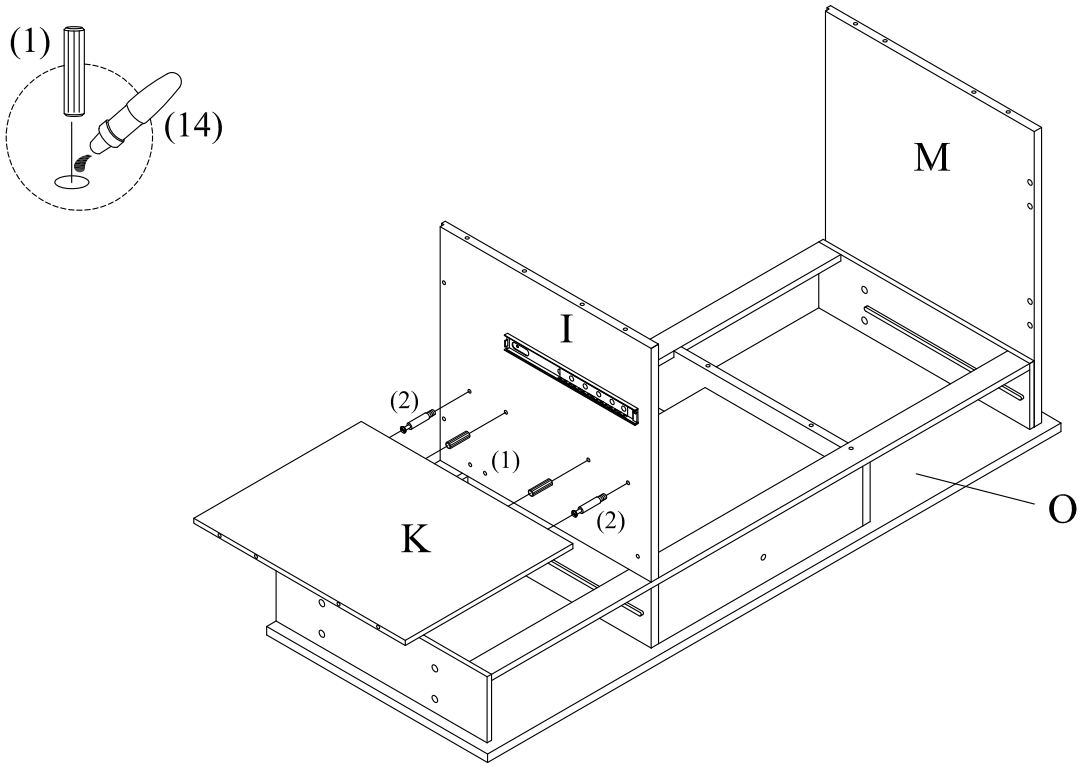
- FILL RELEVANT HOLES 1/4 FULL OF GLUE, INSERT WOOD DOWEL (1) INTO THESE HOLES. (DETAILS SEE WOODEN DOWEL INSTALLATION PROCEDURE ON PAGE 2).
- USE CAM-BLOT & CAM-LOCK (2) TO ASSEMBLE MIDDLE PANEL (I) AND DESK TOP (O).
- USE THE VELVET HOLE COVER (12) TO COVER THE CAM-LOCK HOLE AS SHOWN.





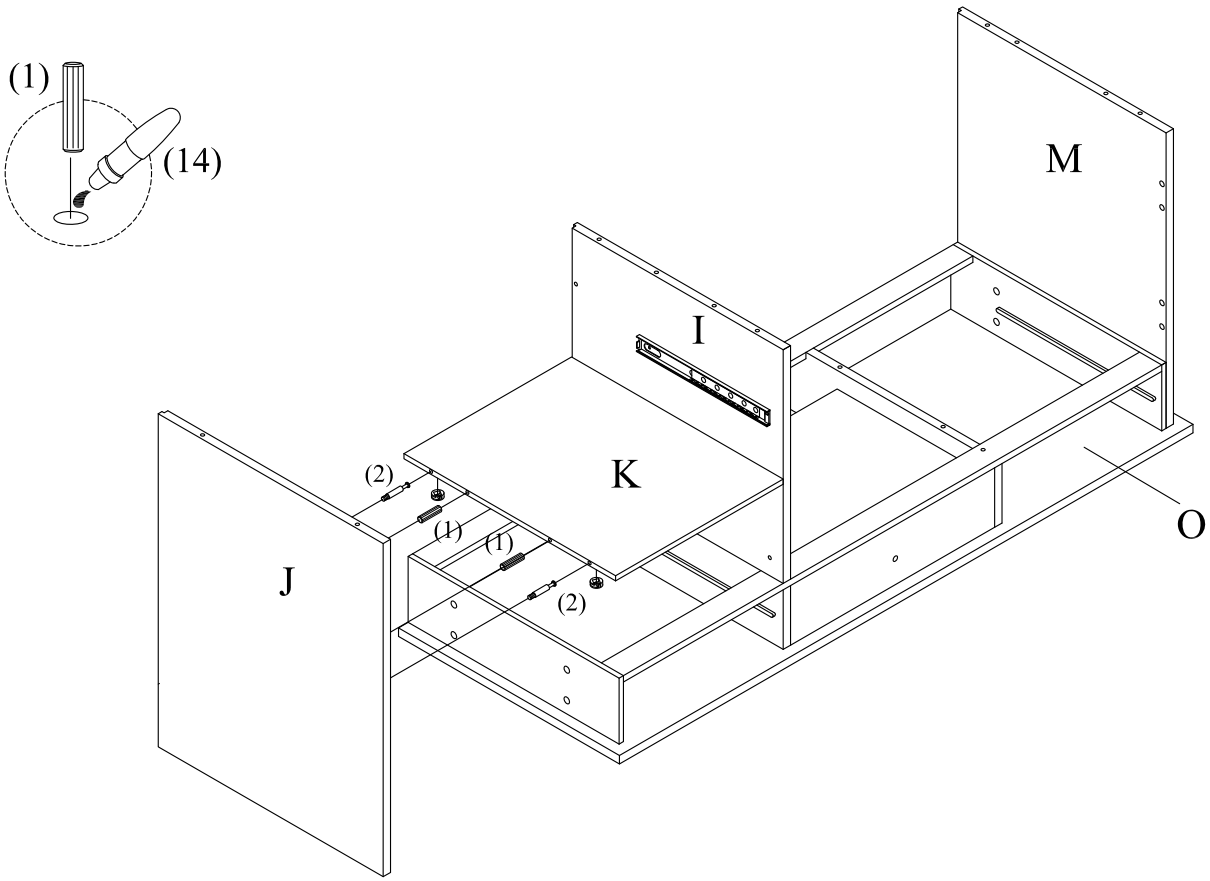
STEP 9: ASSEMBLE SHELF PANEL (K)

- FILL RELEVANT HOLES 1/4 FULL OF GLUE, INSERT WOOD DOWEL (1) INTO THESE HOLES. (DETAILS SEE WOODEN DOWEL INSTALLATION PROCEDURE ON PAGE 2).
- USE CAM-BLOT & CAM-LOCK (2) TO ASSEMBLE SHELF PANEL (K) AND MIDDLE PANEL (I).



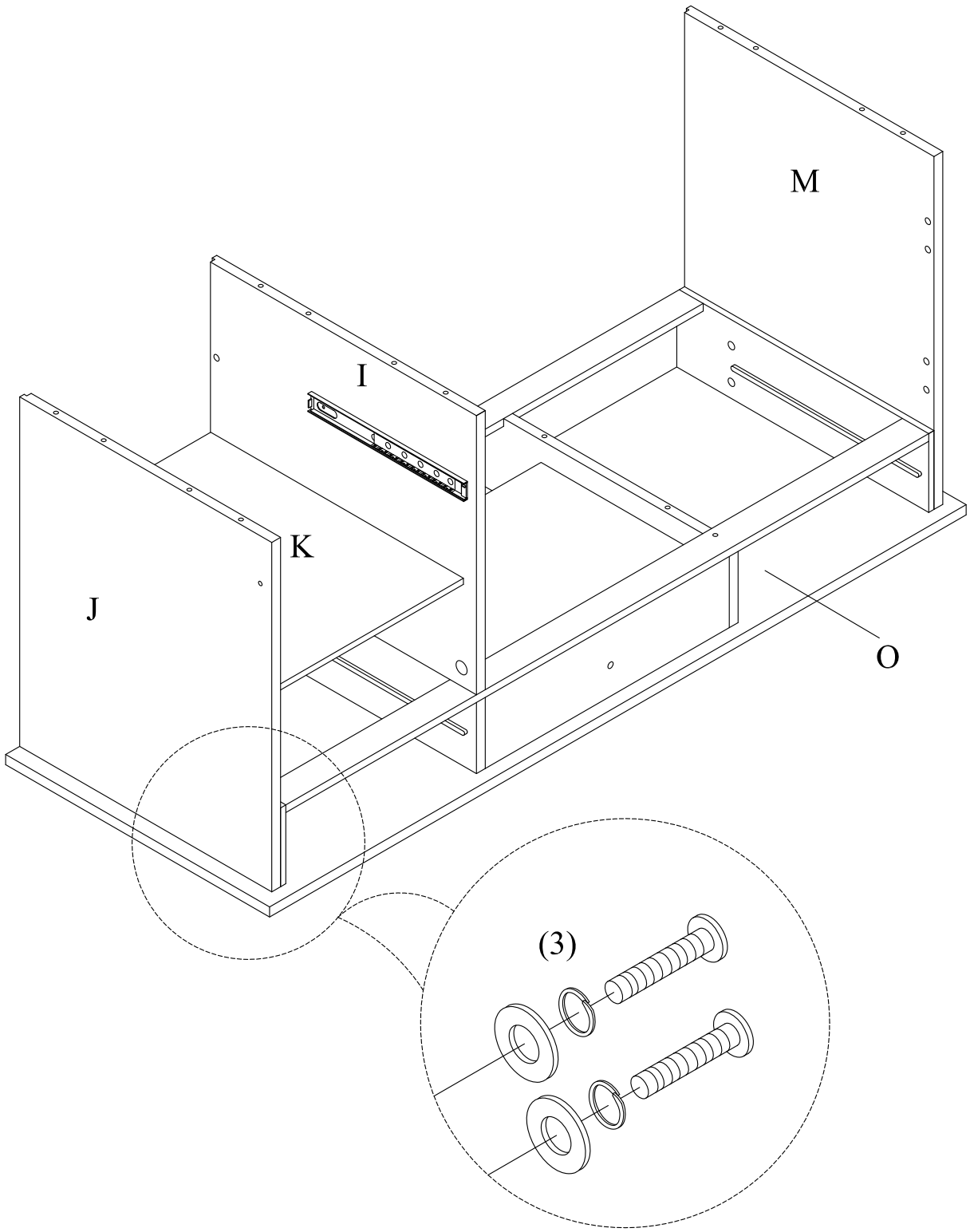
STEP 10: ASSEMBLE SIDE PANEL (J)

- FILL RELEVANT HOLES 1/4 FULL OF GLUE, INSERT WOOD DOWEL (1) INTO THESE HOLES. (DETAILS SEE WOODEN DOWEL INSTALLATION PROCEDURE ON PAGE 2).
- USE CAM-BLOT & CAM-LOCK (2) TO ASSEMBLE SHELF PANEL (K) AND SIDE PANEL (J).



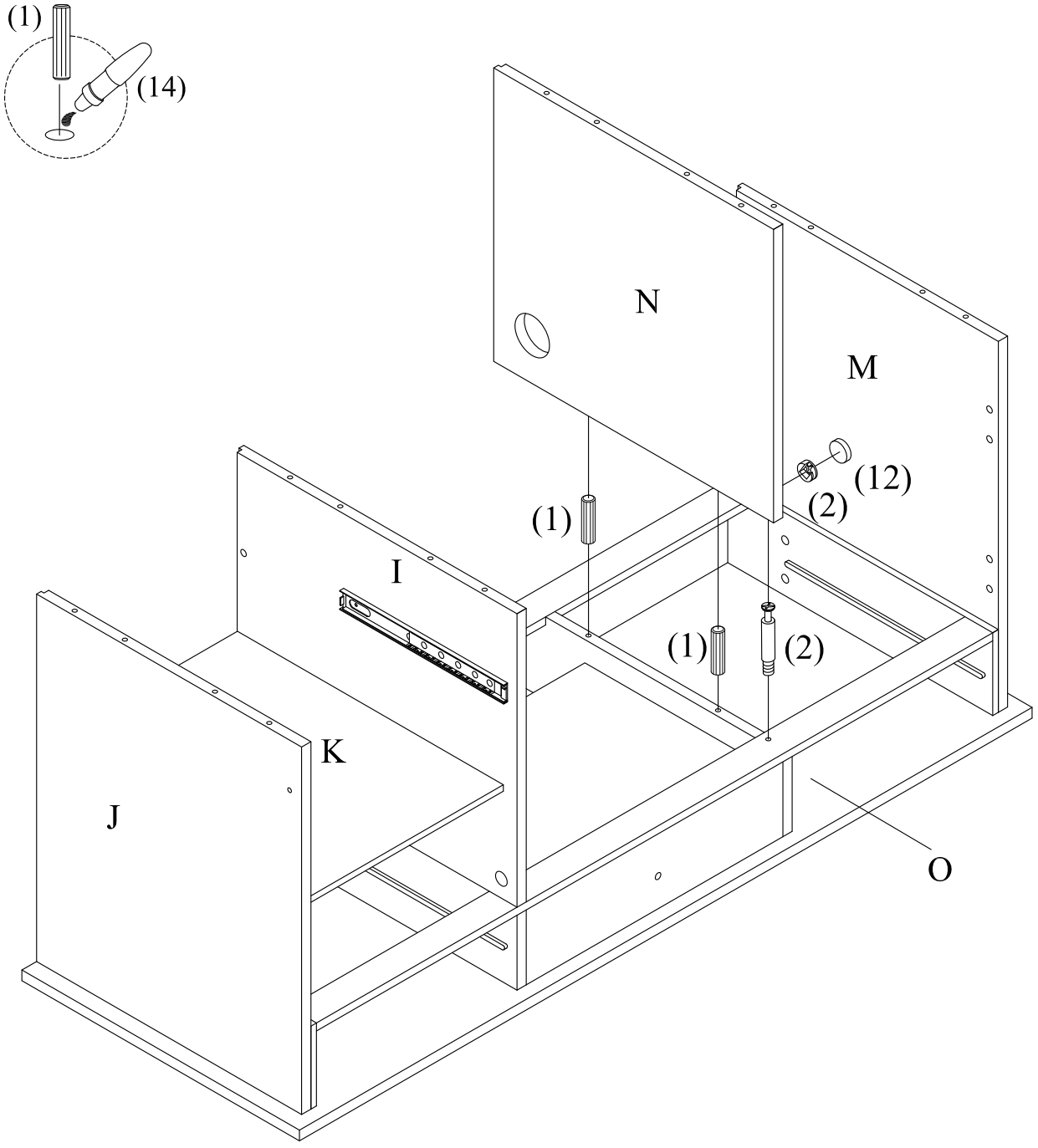
STEP 11: ASSEMBLE SIDE PANEL (J)

- USE ROUND HEAD SCREW, SPRING WASHER AND FLAT WASHER (3) TO ASSEMBLE SIDE PANEL (J) AND DESK TOP (O).



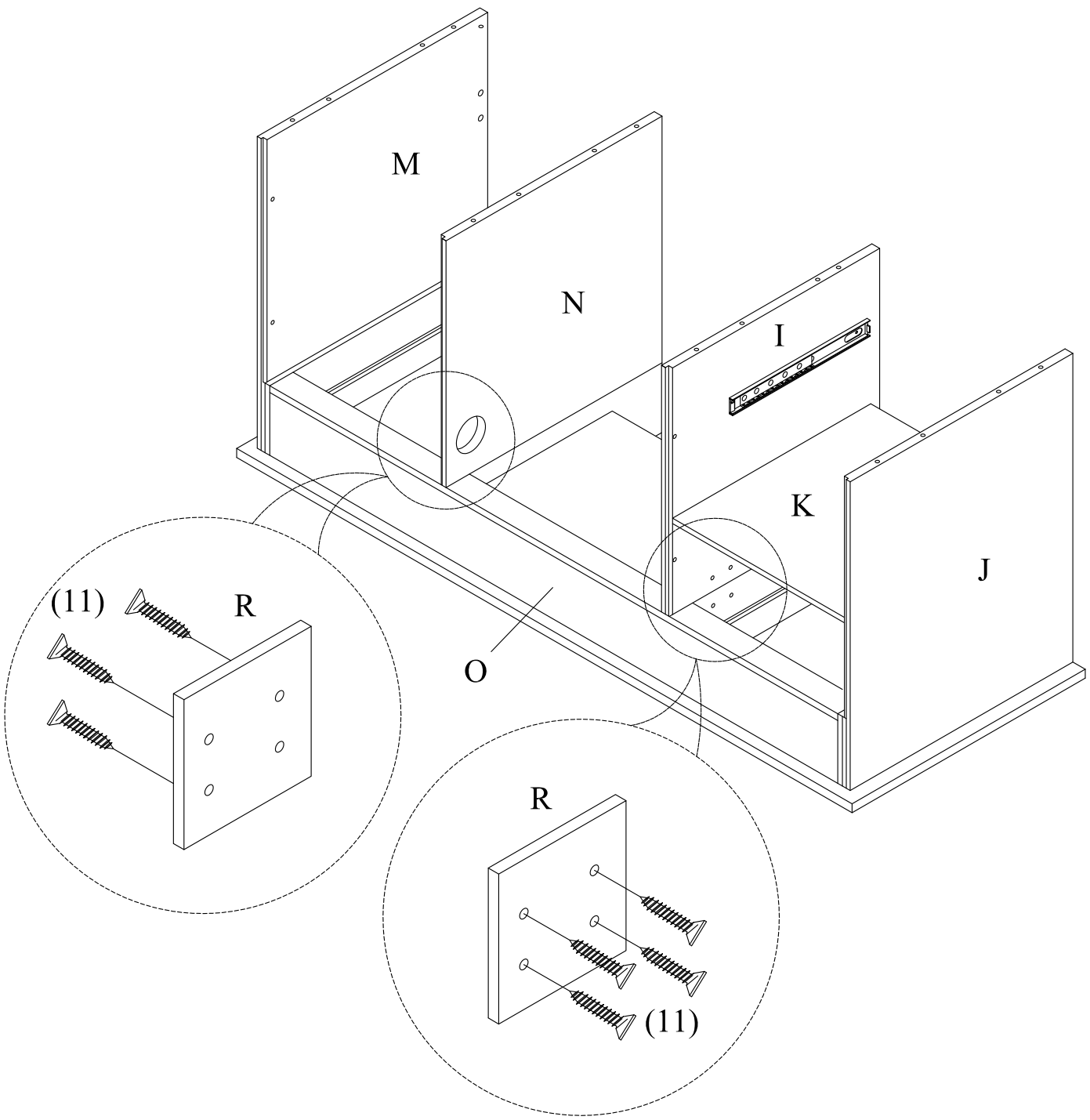
STEP 12: ASSEMBLE MIDDLE PANEL (N)

- FILL RELEVANT HOLES 1/4 FULL OF GLUE, INSERT WOOD DOWEL (1) INTO THESE HOLES. (DETAILS SEE WOODEN DOWEL INSTALLATION PROCEDURE ON PAGE 2).
- USE CAM-BLOT & CAM-LOCK (2) TO ASSEMBLE MIDDLE PANEL (N) AND DESK TOP (O).
- USE THE VELVET HOLE COVER (12) TO COVER THE CAM-LOCK HOLE AS SHOWN.



STEP 13: ASSEMBLE STRENGTHEN BAR (R)

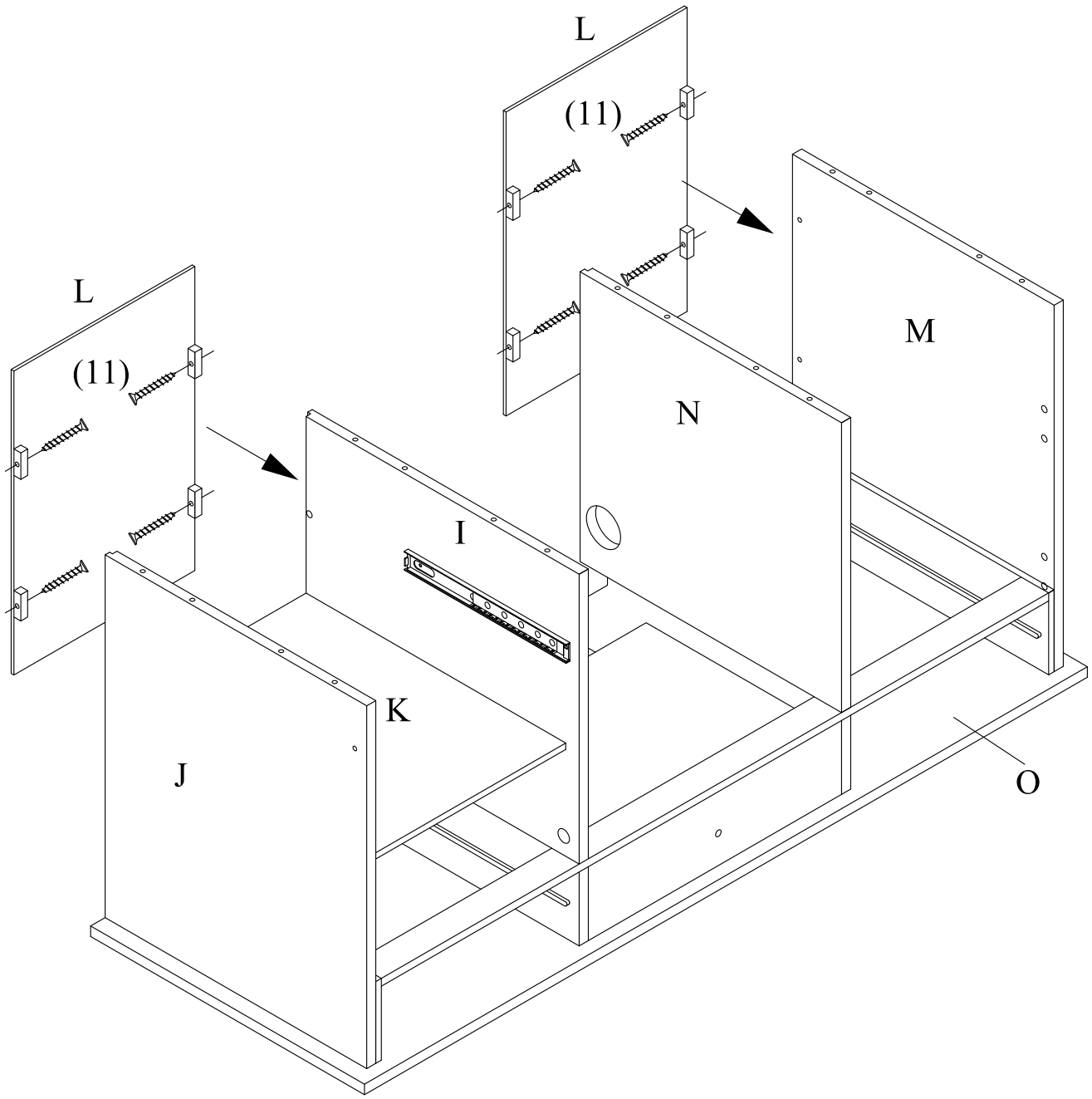
- USE FLAT HEAD SCREW (11) AND STRENGTHEN BAR (R) TO FIX MIDDLE PANEL (N & I) AND DESK TOP (O) TOGETHER AS SHOWN.



STEP 14: ASSEMBLE BACK PANEL (L)

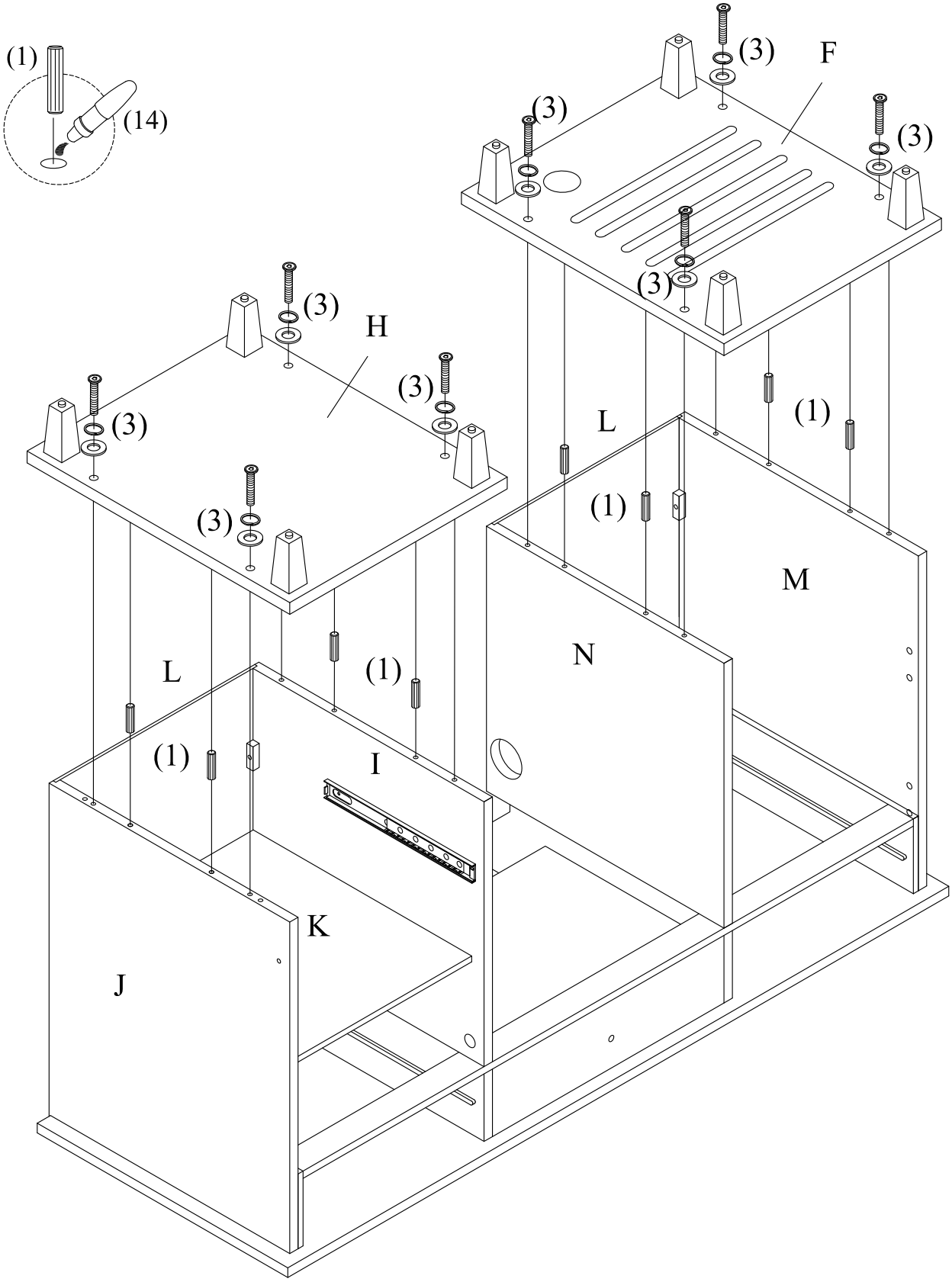
• USE FLAT HEAD SCREW (11) TO ATTACH BACK PANEL (L) ON THE BACK OF PRE-ASSEMBLED UNIT.

NOTE: BEFORE YOU ASSEMBLE THE BACK PANEL, PLEASE MAKE SURE THE 2 SIDE PANELS HAVE AN EVEN GAP BETWEEN THEM. IF UNEVEN, SHIFT THE SIDE PANELS UNTIL EVENLY SPACED, THEN ATTACH BACK PANEL.



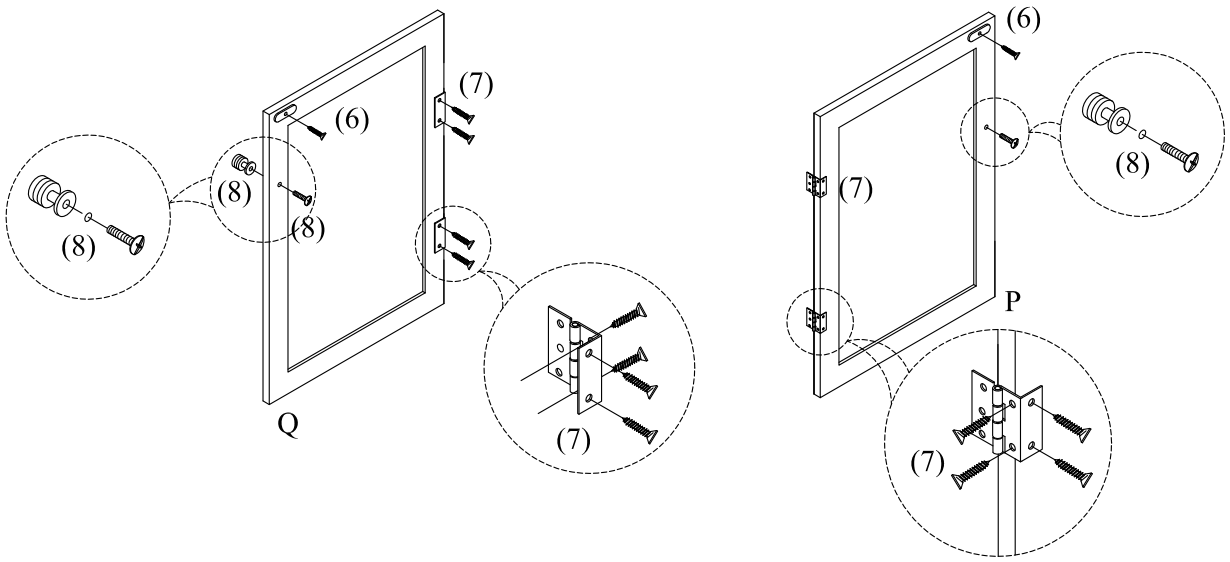
STEP 15: ASSEMBLE BOTTOM PANEL (F & H)

- FILL RELEVANT HOLES 1/4 FULL OF GLUE, INSERT WOOD DOWEL (1) INTO THESE HOLES. (DETAILS SEE WOODEN DOWEL INSTALLATION PROCEDURE ON PAGE 2).
- USE ROUND HEAD SCREW, SPRING WASHER AND FLAT WASHER (3) TO ASSEMBLE BOTTOM PANEL (F & H) AND SIDE PANEL (M & N & I & J) TOGETHER.



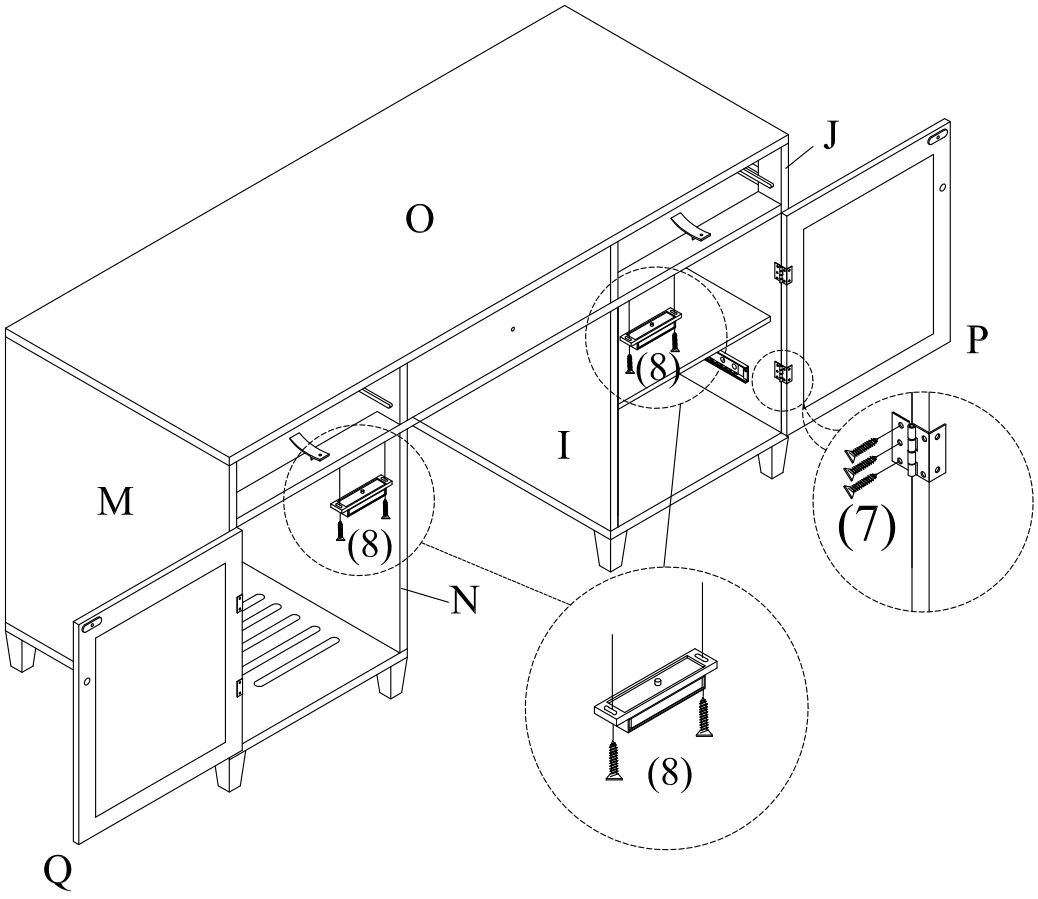
STEP 16: ASSEMBLE IRON SLICE (6), HINGE (7) AND KNOB (8)

- USE FLAT HEAD SCREW (6) TO ATTACH IRON SLICE (6) ONTO DOOR (P & Q).
- USE FLAT HEAD SCREW (7) TO ATTACH HINGE (7) ONTO DOOR (P & Q).
- USE ROUND HEAD BOLT (8) TO ATTACH KNOB (8) ONTO DOOR (P & Q).



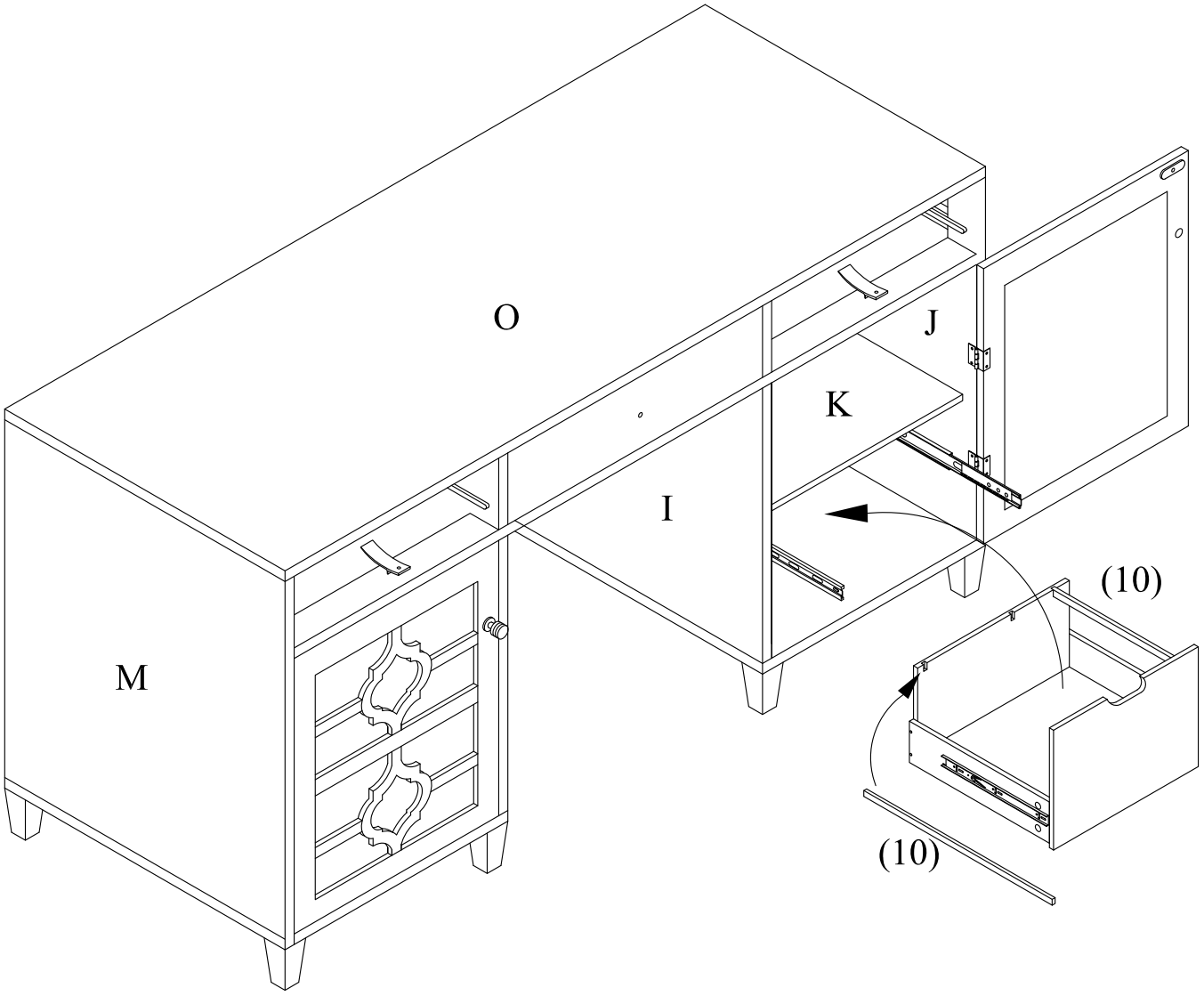
STEP 17: ASSEMBLE DOOR (P & Q) AND MAGNET LOCK (8)

- USE FLAT HEAD SCREW (7) AND HINGE (7) TO ATTACH DOOR (P & Q) ONTO SIDE PANEL (M & J).
- USE FLAT HEAD SCREW (8) TO ATTACH MAGNET LOCK (8) ONTO DESK TOP (O).



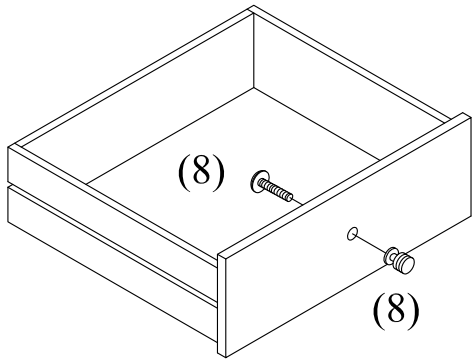
STEP 18: PLACE DRAWERS AND ALUMINUM BARS

- PULL OUT SLIDES INSIDE THE SIDE PANELS OF THE PRE-ASSEMBLED UNIT, HAVE THE 2 DRAWERS MATCH THE SLIDES, THEN SLIDE THEM INTO THE PRODUCT BODY GENTLY.
- PUT THE 2 ALUMINUM BARS (10) INTO THE SLOTS INSIDE EACH DRAWER.



STEP 19: ASSEMBLE DRAWER KNOB (8)

• USE ROUND HEAD BOLT (8) TO ATTACH KNOB (8) ONTO DRAWER FRONT PANEL.



STEP 20: ASSEMBLE KNOB (8) AND DRAWER

• USE ROUND HEAD BOLT (8) TO ATTACH KNOB (8) ONTO THE MIDDLE DRAWER FRONT PANEL.

• INSERT THE LEFT AND RIGHT DRAWER PROPERLY AS SHOWN.